

**CLERK'S SUMMARY OF AGENDA ACTION
AND OFFICIAL MINUTES
GOVERNMENTAL STRUCTURE TASK FORCE
APRIL 17, 2006**

The Governmental Structure Task Force convened at 2:20 p.m. on April 17, 2006 in the County Commission Chamber on the second floor of the Stephen P. Clark Center, 111 Northwest First Street, Miami, Florida, there being present Chairman Dennis C. Moss and Commissioner Rebeca Sosa, (Commissioners Natacha Seijas and Sally A. Heyman were late). Deputy County Manager Pete Hernandez; and Deputy Clerk Zorana Gainer.

I. Introduction and Welcome

Chairman Moss welcomed everyone to today's Task Force meeting, and expressed appreciation for their attendance.

II. Resident Satisfaction Survey Finding

Ms. Corinne Brody, Special Assistant, Office of the County Manager, gave an update on the Resident Satisfaction Survey Results. She noted all Commissioners had been individually briefed and issued a summary report memorandum. The survey was completed in 2005, and it included feedback from the public regarding how Miami-Dade County was operating as a government and included corrective action in the areas needing improvement, Ms. Brody said. She noted this survey was administered by an independent research firm (ETC), and that it included a comparative analysis of other jurisdictions that have used this survey. Additionally, Ms. Brody noted of 16,000 surveys mailed, 3,100 people responded and another 1,200 responded by telephone. She provided an overview of a few of the significant satisfaction area of the survey as follows, and noted the ETC consultants were unable to attend today's meeting.

- Quality of County Services
- Safety of Neighborhoods
- Cleanliness/smoothness of Roads
- Reliability/frequency of Metrorail Train Service
- Cleanliness of Metrorail Stations

Ms. Brody highlighted a few areas of the survey where satisfaction levels had declined:

- Frequency of Buses
- Human Services
- Affordable Housing
- Management of Growth

Ms. Brody noted ETC concluded the County was moving in a positive direction and recommended prioritizing areas of improvement and determining where additional

resources should be allocated. ETC also noted the following areas should be worked on for overall satisfaction improvement:

- Police Efforts to Prevent Property Crime
- Prevention of Flooding Streets
- Employees that can Answer Public Questions

Ms. Brody stated that 311 had been implemented during this survey and the area regarding answering the public's questions should show vast improvement.

All Department directors were reviewing the results and focusing on areas in which improvements could be made, Ms. Brody noted. The results were also being used in overall performance management system at the County wide level.

Chairman Moss asked Ms. Brody to meet with Commissioner Heyman before the next GSTF meeting to discuss the Resident Satisfaction Survey. He also asked Ms. Brody to meet with the consultants who conducted the survey to review the survey with them and schedule them to attend the next meeting.

III. County Boards Sunset Review Process

Ms. Amy Horton-Tavera, Office of Strategic Business Management (OSBM), stated there had been questions regarding the Sunset Board's review process effectiveness, reporting requirements, vacancy and quorum concerns. She noted the Commission Auditor had been reviewing specific reporting requirements, vacancy requirements, and a draft of this report was given to the County Manager in February. Ms. Horton-Tavera explained that OSBM was responsible for administering the Sunset Review Process, and had worked with the Commission Auditor to address the concerns. She gave a brief overview of the County Boards, noting there were approximately 100 boards, 70 of which were subject to Sunset Review, and the other 30 were mandated by State/Federal Law or were of limited duration. Ms. Horton-Tavera listed the following concerns of the Sunset Review Process and Boards:

- Effectiveness of the Boards due to self assessment
- Difficulty identifying inactive or duplicated Boards
- Not a true Sunset Review Process in Comparison with other Jurisdictions
- No requirement for Budget/Expenses information in detail
- No performance measurements
- High vacancies/not advertising vacancies
- Difficulties achieving quorum

Ms. Horton-Tavera listed the following potential improvements for the Sunset Review Process:

- Review all existing Boards that are subject to Sunset Review
- Establish triggers for in depth reviews of Boards

- Imposing universal Sunset requirements
- Require a line item budget for significant expenses
- Allow advisory boards more flexibility in tracking goals and performance
- Accept Sunset Report as the Annual report
- Centralizing Management to advertise vacancies
- Online application system for potential Board Members
- Utilize universal Sunset Provisions

Ms. Horton-Tavera noted the difficulties of imposing these restrictions on new Boards due to subsequent legislation overriding the previous requirements.

Chairman Moss asked the County Attorney to explore the feasibility of creating a sunset provision that would automatically sunset any board(s) that did not meet for a prescribed time period and requiring the County Commission's approval to reactivate these Boards. He asked that the County Attorney report his findings/recommendations at the next Task Force meeting.

Commissioner Sosa suggested reviewing and eliminating duplicated boards and boards that had no reason to exist any longer. She also suggested that boards be consolidated and that the number of boards be reduced by establishing areas of responsibility or jurisdictions for each advisory board similar to the Commission Committees. She also suggested that boards be required to report to an appropriate Commission Committee on a quarterly basis.

Commissioner Heyman recommended the Task Force receive updates on board vacancies and re-evaluating the criteria for filling board appointed positions.

In conclusion, Ms. Horton-Tavera noted OSBM would continue to work with the Commission Auditor and Committee members to develop recommendations for improvement, and present a full report to the various Committees and the Board of County Commissioners.

Ms. Kay Sullivan, Director, Clerk of the Board, said the OSBM and the Commission Auditor had reached an agreement on a majority of areas regarding improvements. She noted she would prefer to respond to questions after the Task Force members had an opportunity to peruse the report.

Chairman Moss noted there were good recommendations within the report and he would like to have a detailed discussion at the next meeting on May 17, 2006.

IV. Community Periodical Program

Ms. Paula Musto, Director of Communications, gave an update on the Community Periodical Program. She noted recommendations had been made to strengthen the Program and these recommendations were created with input from Committee Members, publishers and editors within the community. Ms. Musto said the goal was to discuss criteria that would improve the Program and better meet the County's communication goals. She noted more than 70 publications participated in the Program and the publishers they had met with were satisfied with the direction of the Program.

Commissioner Sosa asked Ms. Musto to bring the Community Periodical Program report recommendations back to the next GSTF meeting, and to meet with the small publication companies. She noted her staff would provide Ms. Musto with the names of the publication companies.

V. Procurement Process Reform

Ms. Miriam Singer, Director, Department of Procurement Management, gave an update regarding the procurement streamlining initiative. Ms. Singer noted the streamlining initiative reforms were implemented on January 23, 2006, and 16% of the reforms had been completed. All County Commissioners were briefed on the specific language of the reforms, particularly the legislative reforms, she noted.

Chairman Moss stated he was impressed with the reforms and would like the public to be aware of these reforms.

Ms. Singer noted the "Meet the Directors" series was designed to disseminate information about the leadership the Board of County Commissioners had provided in terms of making modifications to the procurement process to make it more reasonable, user-friendly, and easier for the vendor community.

Commissioner Heyman asked Ms. Singer to follow up on the legislative package requesting access to federal contracts which allowed specific purchase power.

Commissioner Sosa asked Ms. Singer to submit copies of the proposed resolution regarding responsibility legislation to each Task Force member for review prior to the next Task Force meeting.

Ms. Singer said recommendations to have administrative orders reflect the changes made by the Board as well as revamping/review of the formation and performance of selection committees which had been an issue would be presented to the Task Force. Additionally, Ms. Singer noted there was a recommendation to streamline the registration package and this proposal would be submitted to the Board.

Ms. Singer referred to discussion at a GSTF meeting regarding the increase of the small purchase order (SPO) threshold. She noted currently the SPO threshold was \$10,000 dollars and staff was proposing that it be increased to \$25,000. Ms. Singer stated an audit

of the current use of departmental SPOs needed to be completed before bringing it before the County Commission.

Ms. Singer discussed bid protest procedures. She noted other jurisdictions were researched regarding the way bid protests were processed and it was determined that many jurisdictions did not have hearing officers and the procurement director or the procurement contracting officer made the decisions. Ms. Singer stated currently the only recommendation before the Task Force was to reduce the bid protest period from ten to five days.

In response to Chairman Moss' inquiry as to why the bid protest period recommendation was 5 days as opposed to 48 hours, Mr. Howard Piper, Deputy Director, Department of Procurement Management, stated there was an attempt to make the process 48 hours, however vendors were not familiar enough with the process to streamline to such a short period.

Mr. Piper provided an update on the database management. He noted an effort was made to determine how a database could be implemented to track vendor performance.

In response to Chairman Moss' suggestion regarding an interim solution for tracking vendor performance, Mr. Piper stated a system was in place at the Aviation Department and the Water and Sewer Department, however, an overall timeline for procurement was needed before utilizing funds when there might be an expedited process to resolve this issue.

Commissioner Sosa asked that the County Manager and the Assistant County Manager who was responsible for the Department of Procurement to attend the next GSTF meeting. Commissioner Sosa noted tracking vendor performance was very important and provided for accountability and the tracking database was a necessity that needed to be funded immediately. She also noted that the information needed to be made available to every Commissioner. Commissioner Sosa suggested that any company not performing at the expected level of Miami-Dade County should not do business with the County for a set period of time.

In conclusion, Ms. Singer noted she would continue to provide the Task Force with updates regarding procurement process reforms.

VI. Open Discussion

Mr. Robert Meyers, Executive Director, Commission on Ethics, stated the following two areas needed to be addressed:

- Amending the Code of Silence

- Selection Committee Members

Mr. Meyers noted there had not been many complaints filed regarding the Cone of Silence. He suggested a trial basis of limited communications between staff and the County Manager's Office. Mr. Meyers expressed concern regarding Selection Committee members having conflicts that might affect the selection process.

In conclusion, Chairman Moss stated many changes had been implemented to make the system more accountable, and staff was heading in the right direction.

There being no further business to come before the Governmental Structure Task Force, the meeting was adjourned at 4:10 p.m.

Commissioner Dennis C. Moss, Chairman
Governmental Structure Task Force